



SUPERVISOR'S DOCUMENTATION FORM (MCP 30)

FC No.: 372

Date: 12-22-02

Contents:

- I. Purpose and Use
- II. Procedure
- III. Proponent Unit
- IV. Cancellation

I. Purpose and Use (CALEA 26.1.4, 26.1.5)

- A. The purpose of the MCP 30, "Supervisor's Documentation Form," is to document outstanding performance, probationary employee performance evaluations, and nondisciplinary corrective counseling resulting from minor infractions of rules, policies, or procedures.
- B. Outstanding Performance
Outstanding performance will be determined by the supervisor and will not be limited by definition. Supervisors should consider nominating employees for performance awards, when appropriate, pursuant to FC 360, "Awards."
- C. Probationary Employees
FC 370, "Performance Evaluation for Police Employees," contains procedures relating to MCP 30 use for probationary employee performance evaluations.
- D. Non Disciplinary Corrective Counseling
The following are examples of incidents when, at the discretion of the supervisor, the MCP 30 may be used for nondisciplinary corrective counseling: tardiness, disruptive comments or behavior, failure to make timely radio responses, missing/late for a detail, improper parking or operation of police vehicles, or other minor infractions which should be immediately pointed out and corrected.
- E. Documenting Minor Complaints
The MCP 30 may also be used in conjunction with the MCP 302, "Intake Form," to document minor internally or externally generated complaints. This will be done when the supervisor and district/unit commander determine the incident does not warrant disciplinary action, but feel the incident should be documented in the supervisory file and the behavior corrected. This does not preclude the need for documenting all complaints on the MCP 580, "Department of Police Complaint Form" (refer to FC 301, "Disciplinary Process"), forwarding these to

Internal Affairs Division (IAD), and completing an investigation by way of the MCP 302.

F. Supervisors Outside the Chain of Command

*Intermediate supervisors and executive officers outside the employee's chain of command may utilize the MCP 30 for documentation of performance that comes to their attention. **Any inappropriate behavior can be documented on the MCP 30 before forwarding it to the employee's immediate supervisor, however, a notation that no counseling session took place will be noted on the MCP 30. This does not prevent the intermediate supervisor or executive officer outside the employee's chain of command from taking reasonable measures to stop behavior that poses a safety risk, frustrates the mission at hand, or reflects unfavorably on the department. The intermediate supervisor should indicate to the immediate supervisor that the document is being forwarded to the immediate supervisor's attention for incorporation into the supervisory file in order to maintain a record of performance of the affected employee. The immediate supervisor will then determine whether to include the document in the supervisory file if it is relevant to the employee's performance. The immediate supervisor will maintain control of all contents going into the supervisory file and the employee will have the opportunity to see the documents and provide comments prior to the document's entry.** The MCP 30 will then be included in the supervisory file along with the MCP 302 as a record of the supervisor's action.*

II. Procedure

- A. If the incident being addressed involves a minor rule or procedural violation, the supervisor will first determine whether the matter warrants disciplinary or corrective action. While *all* citizen and employee complaints will be forwarded to IAD for tracking purposes, minor events such as tardiness may be handled via MCP 30 with retention at the unit level.
- B. Completed MCP 30 forms will be maintained in accordance with the following agreements and procedures:
 - 1. Collective Bargaining Agreement – Fraternal Order of Police (FOP), Article 51, Section D.
 - 2. Collective Bargaining Agreement – Municipal and County Government Employees Organization

FC No.: 372
Date: 12-22-02

(MCGEO), Article **46**.

3. Montgomery County Personnel Regulations,
Section 4.

- C. Under no circumstances will the MCP 30 be completed and filed without the employee being given an opportunity to review, make written comments, and receive a copy.

III. Proponent Unit: Personnel Division

IV. Cancellation

This directive cancels Function Code 372, effective date 01-22-01.



Charles A. Moose, Ph.D.
Chief of Police